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AVIATION RESOURCE MANAGEMENT

CAREER FIELD EDUCATION

AND TRAINING PLAN

CAREER FIELD EDUCATION AND TRAINING PLAN (CFETP)
AVIATION RESOURCE MANAGEMENT SPECIALTY
1C0X2
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AVIATION RESOURCE MANAGEMENT SPECIALTY
AFSC 1C0X2
CAREER FIELD EDUCATION AND TRAINING PLAN

PART I

PREFACE

1. The CFETP is a comprehensive core-training document that identifies life-cycle training and education requirements, training support resources, and minimum core task requirements for every specialty. The CFETP will provide Aviation Resource Management personnel a clear career path to success and instill sound objectivity in unit level training.

1.1. Compliance with the provisions contained within this CFETP is mandatory.

2. The CFETP consists of two parts; supervisors to plan, manage, and control training within the career field use both parts of the plan.

2.1. Part I provides information necessary for overall management of the specialty. **Section A** explains how to use the plan. **Section B** identifies career progression, duties, responsibilities, training strategies and career field path. **Section C** associates each skill level with specialty qualifications (knowledge, training, education, and experience). **Section D** indicates resource constraints i.e., funds, manpower, equipment, and facilities. NOTE: See AFMAN 36-2108 for job descriptions.

2.2. Part II includes:

Section A

Identifies the Specialty Training Standard (STS) and includes duties, tasks, technical references to support training, Air Education and Training Command (AETC) training conducted, wartime course/core task and correspondence course requirements. The STS is placed at the end of the CFETP because it requires a different page formatting, and so that it may be easily separated from the CFETP if required.

Section B Identifies the Initial and Advanced Skills Course objective list.

Section C Identifies available OJT support materials. Qualification training packages identified in this section have been developed to support both upgrade and qualification training.

Section D   Contains the Training Course Index and identifies courses available for the specialty.

Section E Identifies MAJCOM Formal schools**.**

3. Using guidance provided in the CFETP will ensure individuals in this specialty receive effective and efficient training at the appropriate point in their career. This plan will enable us to train today's work force for tomorrow's jobs. At unit level, supervisors and trainers will use Part II to identify, plan, and conduct training commensurate with the overall goals of this plan.

ABBREVIATIONS/TERMS EXPLAINED

Advanced Training (AT). Formal course that provides individuals qualified in one or more positions of the Air Force Specialty (AFS) with additional skills/knowledge to enhance their career field expertise.

Training is for selected career airmen at the advanced level of the AFS.

Air Force Job Qualification Standard/Command Job Qualification Standard (AFJQS/ CJQS). A comprehensive task list that describes a particular job type or duty position. Supervisors to document task qualifications use them. The tasks on AFJQS/CJQS are common to all persons serving in the described duty position.

Career Field Education and Training Plan (CFETP). CFETP is a comprehensive core-training document that identifies: life-cycle education and training requirements; training support resources, and minimum core task requirements for a specialty. The CFETP aims to give personnel a clear path and instill a sense of industry in career field training.

Certification. A formal indication of an individual's ability to perform a task to required standards.

Certification test. A test of ones ability to perform at the required skill level or Special Experience Identifier (SEI) qualification.

Certification Official. A person whom the commander assigns to determine an individual's ability to perform a task to required standards.

Continuation Training. Additional training exceeding requirements with emphasis on present or future duty assignments.

Core Task. Tasks identified by the Air Force Career Field Manager (AFCFM) as minimum qualification requirements within an Air Force specialty regardless of duty position. This core knowledge must be maintained through local or recurring training.

Course Objective List (COL). A publication, derived from initial/advanced skills course training standard, identifying the tasks and knowledge requirements, and respective standards provided to achieve a 3/7-skill level. Supervisors use the COL to assist in conducting graduate evaluations IAW AFI 36-2201.

Enlisted Specialty Training (EST). A mix of formal training (technical school) and informal training (on-the-job) to qualify and upgrade airmen in each skill level of a specialty.

Exportable Training. Additional training via computer assisted, paper text, interactive video, or other necessary means to supplement training.

Go/No-Go. The stage at which an individual has gained enough skill, knowledge, and experience to perform the tasks without supervision. Meeting the task standard.

Instructional System Development (ISD). A deliberate and orderly, but flexible process for planning, developing, implementing, and managing instructional systems. It ensures personnel are taught the knowledge, skills, and attitudes essential for successful job performance in a cost efficient way.

Initial Skills Training. A formal resident course which results in award of the entry level AFSC.

Occupational Survey Report (OSR). A detailed report showing the results of an occupational survey of tasks performed within a particular AFS.

On-the-Job Training (OJT). Hands-on, over-the-shoulder training to certify personnel in both upgrade (skill level award) and job qualification (duty position certification) training.

Optimal Training. The ideal combination of training settings resulting in the highest levels of proficiency on specified performance requirements within the minimum time possible.

Proficiency Certification. Recurring task certification which is required to be performed on certain critical tasks to ensure a minimum level of proficiency is maintained. HARM Chief proficiency certification will be accomplished on an biennial basis via AF approved qualification examination to all HARM chiefs, assistant HARM chiefs, AF/MAJCOM/NAF ARMS managers and inspectors, and CHARM instructors. Refer to the Aviation Resource Management AFI and your MAJCOM supplement for specific policy and procedures.

Qualification Training (QT). Hands-on performance training designed to qualify an individual in a specific duty position. This training occurs both during and after the upgrade training process to maintain up-to-date qualifications. It is designed to provide the performance skills required to do the job.

Qualification Training Package (QTP). An instructional package designed for use at the unit to qualify, or aid qualification, in a duty position or program, or on a piece of equipment. It may be printed, computer-based, or in other audiovisual media.

Representative Sites. Typical organizational units having similar missions, weapon systems or equipment, or a set of jobs, used as a basis for estimating average training capacities and costs within the Training Impact Decision System (TIDES).

Resource Constraints. Resource deficiencies, such as money, facilities, time, manpower, and equipment that preclude desired training from being delivered.

Skills Training. A formal course that results in the award of a skill level.

Special Experience Identifier (SEI). SEIs identify special experience and training not otherwise reflected in the classification system. They are established when identifying experience or training critical to the job and person assignment match, and no other identification is appropriate or available.

Specialty Training. A mix of formal training (technical school) and informal training (on-the-job) to qualify and upgrade airmen in the award of a skill level.

Specialty Training Standard (STS). An Air Force publication that describes skills and knowledge that an airman in a particular Air Force specialty needs on the job. It further serves as a contract between the AETC and the user to show the overall training requirements for an Air Force specialty code taught in formal schools and CDCs.

Standard. An exact value, a physical entity, established and defined by authority, custom, or common consent to serve as a reference, model, or rule in measuring quantities or qualities, establishing practices or procedures, or evaluating results. A fixed quantity or quality.

Task Module (TM). A group of tasks performed within an Air Force specialty that are performed together and that require common knowledge, skills, and abilities. TMs are identified by an identification code and a statement.

Total Force. All collective USAF components (active, reserve, guard, and civilian elements).

Trainer. A trained and qualified person who teaches personnel to perform specific tasks through OJT methods. Also equipment that the trainer uses to teach personnel specified tasks.

Training Capacity. The capability of a training setting to provide training on specified requirements, based on the availability of resources.

Training Requirements Analysis. A detailed analysis of tasks for a particular AFS to be included in the training decision process.

Training Setting. The type of forum in which training is provided (formal resident school, on-the-job, field training, mobile training team, self-study, computer based training (CBT), web-based training (WBT), etc.).

Upgrade Training (UGT). Mandatory training that leads to attainment of a higher level of proficiency and award of a skill level.

Utilization and Training Workshop (U&TW). A forum comprised of the AFCFM, MAJCOM Functional Managers (MFM), Subject Matter Experts (SMEs), and AETC training personnel that determines career ladder training requirements.

Wartime Tasks. Those tasks that must be taught when courses are accelerated in a wartime environment. They are identified in CFETP Part II, section A, (STS Column 2, by a / followed by a proficiency code /b). In response to a wartime scenario, these tasks will be taught in the 3-level course in a streamlined training environment.

SECTION A - GENERAL INFORMATION

1. Purpose. This CFETP provides information necessary for AFCFM, MFMs, commanders, training managers, supervisors and trainers to plan, develop, manage, and conduct an effective career field training program. This plan outlines the training that individuals in this AFS should receive and a qualification level to maintain in order to develop and progress throughout their career. This plan identifies initial skills, upgrade, qualification, advanced, and proficiency training. Initial skills training is the AFS specific training an individual receives upon entry into the Air Force or upon retraining into this specialty for award of the 3-skill level. Normally, this training is conducted by AETC at one of the technical training centers. Upgrade training identifies the mandatory courses, task qualification requirements, and correspondence course completion requirements for award of the 3-, 5-, 7-, and 9-skill levels. Qualification training is actual hands-on task performance training designed to qualify an airman in a specific duty position. This training program occurs both during and after the upgrade training process. It is designed to provide the performance skills/knowledge required to do the job. Advanced training is formal specialty training used for selected airmen. Proficiency training is additional training, either in-residence or exportable advanced training courses, or on-the-job training, provided to personnel to increase their skills and knowledge. The CFETP has several purposes, some are:

1.1. Serves as a management tool to plan, manage, conduct, and evaluate a career field training program.

Also, it is used to help supervisors identify training at the appropriate point in an individual's career.

1.2. Identifies task and knowledge training requirements for each skill level in the specialty and recommends education/training throughout each phase of an individual's career.

1.3. Lists training courses available in the specialty, identifies sources of training, and the training delivery method.

1.4. Identifies major resource constraints that impact full implementation of the desired career field training process.

2. Uses. The plan will be used by MFMs, HARM Chiefs, 1C0X2 training program managers, and supervisors at all levels to ensure comprehensive and cohesive training programs are available for each individual in the specialty.

2.1. AETC training personnel will develop/revise formal resident, non-resident, field and exportable training based on requirements established by the users and documented in Part II of the CFETP. They will also work with the AFCFM to develop acquisition strategies for obtaining resources needed to provide the identified training.

2.2. Each MFM will ensure their training programs complement the CFETP mandatory initial, upgrade, qualification, and proficiency requirements. Additionally, MAJCOMs will make OG/CCs aware of 1C0X2 qualifications, and that the OG/CC hires the senior 1C0X2 or most qualified 1C0X2 with CHARM qualification at wing/group level as Chief, HARM and base 1C0X2 Training Program Manager, in writing.

2.3. Each Group 1C0X2 Training Manager must develop provisions to conduct recurring ARMS, Browser, HARM, and SARM training and ensure this training is completed by all base 1C0X2s to meet their recurring training requirement. If a formal class is attended in lieu of base training, this credits as recurring training for that area (ARMS, SARM, HARM, or Browser) and training period requirement. Base OJT programs, resident training, contract training, or exportable courses can satisfy identified

requirements. MAJCOM-developed training to support this AFSC must be identified for inclusion into the plan.

2.4. Each individual must complete the mandatory training requirements specified in this plan to include recurring ARMS, Browser, SARM, and HARM training, as a minimum every two years. The lists of courses in Part II will be used as a reference to support training.

3. Coordination and Approval. The AFCFM is the approval authority. MAJCOM representatives and AETC training personnel will identify and coordinate on the career field training requirements. The AETC training manager for this specialty will initiate a biennial review of this document by AETC and MFMs to ensure currency and accuracy. Using the list of courses in Part II will eliminate duplicate training.

SECTION B - CAREER PROGRESSION AND INFORMATION

4. Specialty Descriptions. See attachment 7 paragraphs 1 and 2 of AFMAN 36-2108 for the official specialty descriptions.

4.1. **Specialty Summary.** See AFMAN 36-2108, paragraph 1.

4.2. **Duties and Responsibilities**. See AFMAN 36-2108, paragraph 2. Because AFMAN 36-2108 has been reduced to one or two pages, the following paragraphs include a more detailed narrative of duties and responsibilities.

5. Skill/Career Progression.

5.1. **Apprentice (3) Level/Journeyman (5) Level.**

Initiates actions to execute aviation/jump management policy and procedures; interviews aircrew members/parachutists to obtain aviation/jump-related data. Maintains control and accountability of flight/jump records, including aircrew qualification checks, medical recommendations for flying/jump duty, aeronautical orders, physiological training, certification of qualification, flying attachment letters, aviation service data and flying/jump history. Prepares and processes aeronautical orders and military pay orders. Performs in and out processing functions for members required to be on aeronautical orders IAW AFIs 11-401 and 11-410.

Schedules aircrew flying and ground training and maintains mission information and planning data.

Assists in establishing flying schedules and aircraft and aircrew assignments. Prepares reports, and coordinates aircraft schedules and training activities with maintenance, communication, armament, intelligence, personnel and medical units. Prepares flight authorizations and monitors individual flight requirements and allocated flying hours.

Compiles, records, and audits data for ARMS. Processes aviation management reports and source documents to ensure accuracy of information; distributes reports and lists for aircrew/parachutist resource management.

Extracts, compiles, and collates aircrew/parachutist training and aircrew/parachutist resource management information. Develops analytical information displays and documentation to support aircrew/parachutist information. Analyzes database to determine adequacy and accuracy of automated systems.

Execute ARM responsibilities as they pertain to flying deployment operations; responsibilities include determining network connectivity (hardware/software), ARM logistics, aircrew currency products, flying time maximum products, forms necessary to perform ARM functions.

5.2. **Craftsman (7) Level.**

Plans, schedules and supervises ARMS functions. Plans and schedules aircrew and aircraft missions.

Maintains aircrew/parachutist mission information; ensures maximum benefit is realized from available resources allotted to Aviation Resource Management functions. Reviews aircrew training mission accomplishment reports for accuracy. Analyzes and summarizes reports and aircrew/parachutist resource data; relates data collected to aircrew/parachutist training profiles, and aircrew flying hour usage.

Determines the media for most effective presentation of data and prepares narrative summaries. Assists work center supervisory personnel in interpreting and using ARMS reports and information.

Performs technical aircrew/parachutist resource management functions. Reviews personnel action requests on aircrew members and parachutists to determine the effect on their status; monitors individual entitlement to incentive pay. Monitors flight physicals, physiological training, aircrew/parachutist qualification requirements. Analyzes higher headquarters reports and policies as they affect the aircrew/parachutist resource management program. Maintains control and accountability for ARMS.

Technical adviser on matters pertaining to ARMS. Assists aircrew/parachutist managers in using ARMS reports. Facilitates aircrew/parachutist procedural changes with user and other agencies (e.g., scheduling and aircrew training) to ensure accurate and timely implementation. Maintains liaison with Work Group Managers (WGM), ARMS Working Groups (AWG), Network Control Center (NCC), and Field Assistance Branch (FAB) to ensure timely system operations.

Inspects and evaluates ARM functions. Manages ARM OJT, (e.g., develops Master Job Qualification Standard (JQS), conducts/certifies OJT, and inspects OJT documentation). Validates work center certifications upon reassignment. Analyzes management reports to determine adequacy and accuracy; problem areas and trends; and initiates remedial action. Inspects ARM files of functional publications/directives for current guidance. Submits recommendations to OPR for change to publications/directives (AF Form 847). Reviews ARM procedures and recommends changes for increased efficiency and services. Inspects production and maintenance of flight/jump records, flight management files, and ARMS reports. Inspects completed work and evaluates individual/group performance.

Manages execution of ARM responsibilities as they pertain to flying deployment operations; responsibilities include determining a point of contact for network connectivity (hardware/software), ARM logistics, aircrew currency products, flying time maximum products, and forms necessary to perform ARM functions.

5.3. **Superintendent (9) Level**

Plans, organizes, schedules, directs, and evaluates workloads and duty assignments of ARM personnel. Evaluates work methods and procedures to achieve the most economical use of resources and ARM functions. Manages and evaluates ARM functions and conducts liaison with mission support agencies to reduce common problems, improve procedures, and increase efficiency. Oversees ARMS operations; evaluates system capability and provides enhancement recommendations. Requisitions and accounts for equipment, space, supplies, and other required resources to support ARM functions.

Inspects and evaluates ARM functions to determine AFI compliance and operational readiness, and to assist in solving ARM and personnel problems. Oversees wing/base ARM OJT program and ensures compliance with CFETP and other applicable directives. Makes recommendation to MFM for changes to CFETP. Reviews inspection findings with supervisory personnel and initiates/recommends actions to eliminate discrepancies. Interprets policies and instructions for ARM functions. Reviews new instructions for content and applicability and notifies appropriate personnel of changes. Writes ARM policy; coordinates and submits recommended changes on other aircrew/parachutist instructions. .

Evaluates ARM responsibilities or procedures as they pertain to flying deployment operations.

5.4. Chief, HARM Special Experience Identifier (SEI): An individual must obtain and maintain the CHARM SEI before being assigned CHARM duties and responsibilities IAW AFMAN 36-2108. Individuals in grades Technical Sergeant and above who have a control AFSC of 1C072 and above are eligible for award of the CHARM SEI. This SEI will be awarded upon satisfactory completion of the AFCFM approved CHARM certification course. Individuals who currently hold positions as CHARM, CHARM Assistant, MAJCOM 1C0X2 Functional Managers, MAJCOM 1C0X2 inspectors, and select instructor positions at the MAJCOM and Keesler schoolhouses are not exempt (will not be grand fathered) from obtaining the SEI. A certification test will be accomplished to maintain the SEI qualification. The only waiver authority for SEI is the AFCFM.

6. Training Decisions. This CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the 1C0X2 career field. The spectrum includes the strategy of when, where, and how to meet these training requirements. The strategy must be apparent and affordable to reduce duplication of training and eliminate a fragmented approach to training.

6.1. **Initial Skills Training.** All personnel entering the ARM specialty will complete the 3-skill level resident training course. (See NOTE 1, paragraph 6.6.)

6.2. **Five Level Upgrade Training Requirements.** Upgrade training to the 5-skill level will be accomplished IAW AFI 36-2201, Vol II, AFMAN 36-2108, and this CFETP. Maximum upgrade time is 21 months.

Supervisors will process waiver requests for extenuating circumstances (e.g., extended deployments and absence of training). Prepare case file IAW AFMAN 36-2245 and AFI 36-2101.

6.3. **Seven Level Upgrade Training Requirements.** Enter personnel in 7-skill level upgrade training IAW AFI 36-2201, Vol II, AFMAN 36-2108, and this CFETP. Maximum upgrade time is 24 months.

Supervisors will process waiver requests for extenuating circumstances (e.g., extended deployments and absence of training) IAW AFI 36-2201, Volume 3.

NOTE 1. Supervisors/Trainers will teach the trainee about OJT record documentation and maintenance, building a master Job Qualification Standard (JQS), evaluating personnel, setting up training programs, mentoring, handling personnel problems, how to upgrade a trainee's skill level, etc. Trainees can be trained without having to actually be assigned as someone's supervisor (e.g., one-man shop).

However, if possible, it is recommended they be assigned at least one person to supervise to provide practical application.

NOTE 2. If a trainee exceeds the maximum allowable upgrade time, UTMs are not authorized to process an upgrade until receipt of an approved waiver from the AFCFM.

6.3.1. **Cancellation of 7 level in-resident school training.** In the event members are unable to attend a scheduled 7-level class date, supervisors will process a cancellation letter, signed by the unit commander at least 30 days prior to class start date. Letters must be coordinated through group 1C0X2 functional manager and unit training manager. Group training managers will process the cancellation through AFPC formal channels IAW procedures in AFI 36-2201, Volume 3, Chapter 5.

6.4. **Nine Level Upgrade Training Requirements.** A 9-skill level is awarded IAW AFI 36-2201, Volume 2. All 1C092s must maintain CHARM qualification.

6.5. **Chief Enlisted Manager (CEM 1C000) Training Requirements.** The individual will be awarded AFSC 1C000 when selected for Chief Master Sergeant (CMSgt). All 1C0X2 CMSgts will maintain CHARM qualification.

6.6. **Retraining Personnel.** Retrainees must attend the 3-skill level resident training course, complete the 5-skill level CDC, complete the 7-skill level CDC, and after performing aviation resource management duties for 18 months, attend the 7-skill level resident training course when eligible.

NOTE 1. AFPC may waive individuals IAW AFI 36-2201, Volume 2, (with coordination of the AFCFM). The maximum upgrade training period time for retrainees who do not attend 3-level school is 8 months. The AFCFM may waive the skill upgrade experience times (8, 12, 18 months) with justification on a case-by-case basis, to the previously held skill level. Process such waiver requests IAW AFMAN 36-2245 and AFI 36-2101. Prepare case file IAW paragraph below.

NOTE 2. If a trainee exceeds the maximum allowable upgrade time, UTMs are not authorized to process an upgrade until receipt of an approved waiver from the AFCFM.

6.7. **CDC Failures**. CDC failures will be addressed IAW AFI 36-2201, Volume 3.

6.8. **Upgrade Training (UGT) Waiver Case File**. A case file for waiver of the 3, 5, and 7-skill level maximum training periods must include the following: commander's waiver request letter, letters from the trainer and supervisor (unless same as trainer), and the Group 1C0X2 Functional Manager. Additionally, the individual's STS and AF Form 623a UGT inputs must be included.

6.9. **ANG/AFRC**. All new enlisted Air Reserve Technician (ART) hires, or retrainees who have satisfied the minimum Office of Personnel Management (OPM) standards, will immediately be militarily classified at the entry level AFSC. The ART supervisor will conduct an initial evaluation within 60 days from the date of hire, using the current CFETP to access apprentice skill level qualifications. This includes completion of all mandatory requirements included in AFMAN 36-2108, Airman Classification.

After completion of the 3-skill level requirements, the 1C0X2 AFRC Functional Manager must sanction the award. In these cases, submit prescribed waiver request, IAW AFMAN 36-2245 and Education Training Course Announcement, through formal channels. Disapproval by the 1C0X2 AFRC Functional Manager will require the ART to remain at the entry level AFSC until satisfactory completion of technical school. Supervisors must validate ART military qualifications for members who have been hired to positions during the last 12 months and who have been granted the 3-skill level. After completion of the supervisor's evaluation, if it has been determined the member requires initial skills technical training, the supervisor must withdraw the 3-skill level, place the member at the entry level AFSC and request technical school attendance. This policy guidance is also applicable to members who have already been placed in an ART position via priority placement procedures, and who subsequently are in need of additional skill level training.

6.10. **Air Force ARM Computer Based Training (CBT).** ARM CBTs will be used to support proficiency training. Completion is mandatory for all 1C0X2s within the first 120 days of issue **NOTE.** MFMs are the approval authority for extending completion of the ARM CBTs.

6.11. **Civilian Hires (Including individuals hired under Status of Forces Agreements, Ministry of Defense, Etc.).** New civilian hires classified as 1C0X2s will complete the 3-level resident course within 120 days of hire and subsequently meet 5-skill level upgrade requirements IAW paragraph 6.2. Civilians newly appointed to supervisory 1C0X2 positions will also meet the requirements in paragraph 6.2, attend the craftsman course in residence, and meet all other 7-skill level requirements.

7. Community College of the Air Force (CCAF) Academic Programs.   See the CCAF web site for program details regarding the Associate of Applied Science degree at http://www.au.af.mil/au/ccaf.

7.1. **Enrollment in CCAF occurs upon completion of Basic Military Training**. CCAF provides the opportunity for all enlisted members to obtain an Associate in Applied Science degree. The degree requirements must be completed before a student separates from the Air Force, retires, or is commissioned as an officer.

7.2. **Occupational Instructor Certification**. Upon completion of instructor qualification training, consisting of the instructor methods course and supervised practice teaching, CCAF instructors who possess an associate degree or higher may be nominated by their school commander/commandant for certification as an occupational instructor.

7.3   **The Aviation Management program applies to AFSC 1C0X2 career field**.

7.3.1. **Degree Requirements**: You must hold the 5-skill level to graduate in all programs.

Subject	Semester hours
Technical Education	24
Leadership, Management, and Military Studies	6
Physical Education	4
General Education	15
Program Electives	15
Total	64

7.3.1.1. **Technical Education**: A minimum of 12 semester hours of Technical Core subjects/courses must be applied. The remaining semester hours will be applied to fulfill Technical Education and Program Elective requirements.

7.3.1.2. **Leadership, Management, and Military Studies**: Professional Military Education or civilian management courses. See *CCAF General Catalog* for application of civilian management courses.

7.3.1.3. **Physical Education**: Satisfied upon completion of basic military training.

7.3.1.4. **General Education**: Courses must meet the Criteria for Application of Courses to the General Education Requirement and be in agreement with the definitions of Applicable General Education subjects/courses as outlined in the *CCAF General Catalog*.

7.3.1.5. **Program Elective**: Satisfied with applicable Technical Education, Leadership, Management, and Military Studies; or General Education subjects/courses.

7.4. See current CCAF catalog for specific details regarding the Associate of Applied Science in Aviation Management.

NOTE: Individuals desiring to become an Air Education and Training Command or a MAJCOM formal schoolhouse instructor should be actively pursuing an associate's degree. A degreed faculty is necessary to maintain CCAF's accreditation through the Southern Association of Colleges and Schools.

8. Aviation Resource Management Career Path. The chart on the following page depicts this specialty's career path. This career path outlines when training is required for each level and function within this specialty.

8.1. Airman Leadership School: The individual will normally attend the Airman Leadership School after assuming the rank of SrA and completing 48 months of service, or upon first reenlistment, or has been selected for promotion to SSgt. Completion of the Airman Leadership School (ALS) is mandatory prior to assuming the rank of Staff Sergeant (SSgt). ANG/AFRC personnel may substitute a nonresident airman leadership school.

SECTION C - SKILL LEVEL TRAINING REQUIREMENTS

1C0X2 CAREER PROGRESSION PATH

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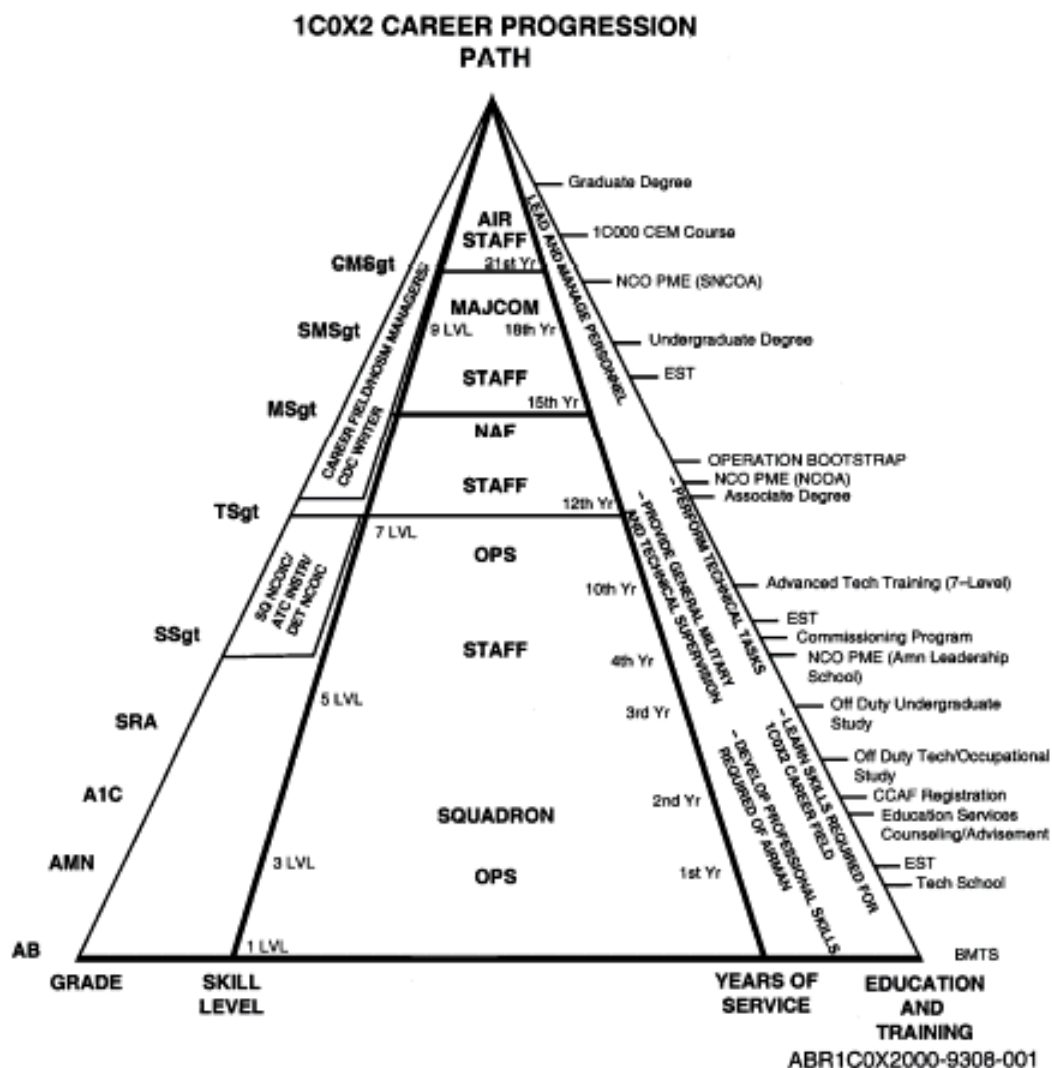
9. Purpose. Skill levels in this career field are defined in terms of tasks and knowledge requirements. This section outlines the specialty qualification requirements for each skill level in broad, general terms and establishes the mandatory requirements for entry, award, and retention of each skill level. The specific task and knowledge training requirements are identified in the COL and STS, Part II, Sections D and E of this CFETP.

10. Specialty Qualification Requirements.

10.1. Apprentice (3) Level/Journeyman (5) Level Training Requirements.

10.1.1. Specialty Qualifications.

10.1.1.1. **Knowledge.** Knowledge of the following is mandatory: rated, Career Enlisted Aviator (CEA), nonrated, operational support, and parachutist training, policy, and procedures; preparing and maintaining flight/jump records; Status Of Resources and Training System (SORTS) as it pertains to aircrew availability/ training; aviation/jump management policy; aircrew upgrade and parachutist qualification; aircraft assignment; flying hour utilization; flight/parachutist incentive pay; ARMS database structure, and ARMS interface with other automated systems ; report writer, deployment operations as they pertain to ARM functions.

10.1.1.2. **Education.** Completion of high school or equivalent, and meet requirements outlined in AFMAN 36-2108, for entry into the AFSC.

10.1.1.3. **Training.** Completion of the basic Aviation Resource Management Apprentice Course, E3ABR1C032 002, is required for award of the semi-skilled AFSC. (See Paragraph 6.6, NOTE 1 and NOTE 2) Completion of the 5-skill level CDC and all applicable STS core task elements are required prior to award of the 5-skill level. (See Paragraph 6.7, NOTE).

10.1.1.4. **Experience.** Experience (minimum upgrade time) is mandatory for award of a skill level in this AFSC.

10.1.1.5. **Other.** Refer to AFMAN 36-2108.

10.1.2. **Training Systems/Resources.** Aviation Resource Management Apprentice Course (E3ABR1C032 002) and 5-skill level CDC. The COL (Part II, Section D of this CFETP) identifies all the knowledge and tasks, with their respective standards. A list of training courses to support this career field is in Part II, Section B.

10.1.3. **Implementation.** Entry into training is through Air Force Training Management System (AFTMS). Job qualification begins immediately upon assignment to their first duty position. (See Paragraph 6.2, NOTE) Thereafter, it is initiated anytime individuals are assigned duties they are not qualified to perform.

10.2. Craftsman (7) Level Training Requirements.

10.2.1. Specialty Qualifications.

10.2.1.1. **Knowledge.** Additional knowledge of the following is mandatory: rated, CEA, nonrated, operational support, and parachutists training, policy, and procedures; preparing, processing, and maintaining Aeronautical Orders (AOs) and flight/jump records; SORTS as it pertains to aircrew training; aviation/jump management policy; aircrew upgrade and parachute qualification; aircraft assignment; flying hour utilization; flight/parachutist incentive pay; ARMS functionality; ARMS database structure, and ARMS interface with other automated systems; report writer; deployment operations as they pertain to ARM functions; techniques for collecting and presenting statistical data and analytical summaries; and validating aircrew position identifiers in the personnel data system as it pertains to processing active or inactive AOs.

10.2.1.2. **Education.** It is desirable that 7-level candidates obtain knowledge in spreadsheet management, word-processing, and statistical management studies.

10.2.1.3. **Experience.** Experience (minimum upgrade time) is mandatory for award of a skill level in this AFSC.

10.2.1.4. **Training.** Completion of the 7-skill level CDC, all applicable STS core task elements, and 7-level resident technical training course (E3ACR1C072 002) is mandatory. (See paragraph 6.7, NOTE.)

10.2.1.5. **Other.** Refer to AFMAN 36-2108.

10.2.2. **Training Sources/Resources.** The STS identifies core tasks required. Trainees must complete 7-skill level CDC prior to attending 7-skill level in-resident technical training course. A list of all training courses to support this career field is in Part II, Section B.

10.2.3. **Implementation.** The 7-skill level is awarded upon completion of STS core tasks, 7-skill level CDC, and 7-skill level in-resident technical training course (E3ACR1C072 002) and upon recommendation of supervisor and commander.

10.3. **Superintendent (9) Level Training Requirements**

10.3.1. **Specialty Qualifications**

10.3.1.1. **Knowledge.** Knowledge of the following is mandatory: organization and personnel management principles; governing ARM policy, instructions, and deployment operations as they pertain to ARM functions; ARMS functionality; ARMS database structure, MilPDS database structure as it pertains to aircrew/parachutist flying authorization data, and ARMS interface with other automated data systems. Possess an understanding of how ARM functions interact with maintenance, finance, personnel, logistics, aerospace medicine, and other base agencies.

10.3.1.2. **Education.** Completion of SNCOA correspondence course is highly encouraged; attendance of management and human resource courses through off duty education is desired.

10.3.1.3. **Training.** Completion of an AFCFM approved Chief, HARM (CHARM) certification course is mandatory.

10.3.1.4. **Other.** Refer to AFMAN 36-2108.

10.3.2. **Training Sources/Resources.** AF CHARM certification course.

10.3.3. **Implementation.**

SECTION D - RESOURCE CONSTRAINTS

11. Purpose. This section identifies known resource constraints that preclude optimal/desired training from being developed or conducted, including information such as cost and manpower. Explanations of each resource constraint and its impact on training are included. Also included in this section are: actions required, office of primary responsibility, and target completion dates. Resource constraints will be, as a minimum, reviewed and updated annually.

12. Training Constraints. Funding for civilian attendance of the apprentice/craftsman course in-residence will be IAW AFCAT 36-2223 and equivalent guidance for those subject to SOFA or MOD agreements.

SECTION E - TRANSITIONAL TRAINING GUIDE

There are currently no transitional training requirements. This area is reserved.

PART II

SECTION A - SPECIALTY TRAINING STANDARD 1C0X2

1. Implementation. Implementation of this Specialty Training Standard (STS) for technical training provided by AETC is with the class entering 30 Jun 2003 and graduating 6 Aug 2003 for 3-skill level training and with the class entering 21 Jul 2003 and graduating 31 Jul 2003 for 7-skill level training.

2. Purpose. As prescribed in AFI 36-2201, this STS:

2.1. Lists the most common tasks, knowledge, and technical references (TRS) necessary for airmen to perform duties in the 3-, 5- and 7-skill level AFSC in the Aviation Resource Management ladder of the Airman Command Control Systems Operations career field. These are based on an analysis of the duties in AFMAN 36-2108. This STS is formatted according to functional areas. However, if required, training on any task may be accomplished regardless of individual job assignment or functional area.

2.2. **Provides OJT certification.** Column 3 is used to record completion of task and knowledge training requirements. Task certification must show a training/completed date.

2.3. **Shows formal training and Career Development course requirements.** Column 4 is used to identify the level of training received at resident training courses and from CDCs.

2.4. **Qualitative Requirements.** The proficiency code key indicates the level of training and knowledge provided by all resident training courses and career development courses. (This key represents the contract between the AFCFM and the course providers.) This code key matches the itemized teaching objectives of the Course Objective List (COL). The COL is in Part II, Section B of the CFETP. This key also represents and helps measure the proficiency level required to maintain a skill-level commensurate with your grade through qualification training.

2.5. **Becomes a Job Qualification Standard (JQS)** for on-the-job training when placed in AF Form 623, Individual Training Record, and used according to AFI 36-2201. When used as a JQS, the following requirements apply:

2.5.1. Evaluate all training received during the Aviation Resource Management Apprentice Course IAW AFI 36-2201. Use the Field Evaluation Questionnaire (FEQ) to report training deficiencies. NOTE: This enables you to validate the training provided by the school and get you started on position certification. This certification can involve either task certification and/or knowledge only.

2.5.2. **Documentation.** Document and certify completion of training as follows:

2.5.2.1. **For 3-level position certification,** circle the appropriate task/knowledge items in Column 1 required of the new 3-level in his/her current duty position and use Columns 3A through 3E to document training. If a task is required to be performed in the duty position the 3-level is assigned to, and the task is also a 5-level upgrade task, the 3-level can be trained and certified on the task during the first six months. The focus should be on task certification, qualifying airmen in current duty position first. Once qualified in duty position, train and certify member on all other core requirements. An AFJQS may be used in lieu of Part II of the CFETP only upon approval of the AFCFM.

NOTE: The AFCFM may supplement these minimum documentation procedures as needed or deemed necessary for the career field.

2.5.2.2. **For 5- and 7-level upgrade training,** circle all remaining items in Column 2 identified as "Core Tasks", and any additional items required locally for upgrade to the appropriate skill level. Use Columns 3A through 3E to document training. (NOTE: completion of required CDCs fulfills the minimum knowledge requirements for upgrade.) Individuals must still be trained/certified to the required go/no go level for tasks required in their current duty positions prior to upgrade. Training on all other skill level core tasks is required prior to upgrade, regardless of job assignment/functional area. After member has been awarded the advanced skill-level, remove circles from tasks in column 2 for those items not required in the current duty position.

NOTE: Identifying non-duty position core items in column 2 will eliminate documentation errors.

2.5.3. **Converting from Old Document to CFETP**. Use the new CFETP to identify and certify all past and current task qualifications unless an Air Force JQS has been mandated. NOTE: Transcribe IAW AFI 36-2201, Volume 3. Transcribe qualifications in the following manner:

2.5.3.1. **Core/Critical Tasks Required in the Duty Position.** For those core and critical tasks previously certified and required in the current duty position, evaluate current qualifications and when verified, recertify using current date as completion date and enter trainee's and certifier's initials.

2.5.3.2. **Non-Core/Non-Critical Tasks Required in the Duty Position.** For non-core/non-critical tasks previously certified and required in current duty position, evaluate current qualifications, and when verified recertify using current date as completion date, and enter trainee's and certifier's initials.

2.5.3.3. **Tasks Not Required in Current Duty Position**. When transcribing previous certification for tasks not required in the current duty position, carry forward *only* the previous completion date of certification. If and when transcribed tasks become a duty position requirement, recertify using standard certification procedures.

2.5.3.4. **Trainer/Certifier.** The person whose initials appear in the trainer or certifier block during the transcription process must meet the requirements of their respective roles.

2.5.3.5. **Disposition of Old CFETP.** Upon completion of the transcription process, give the old CFETP to the member.

2.5.4. **Documenting Career Knowledge.** When a CDC is not available: the supervisor identifies STS training references that the trainee requires for career knowledge and ensures, as a minimum, that trainees cover the mandatory items in AFMAN 36-2108. For two-time CDC course exam failures: supervisors identify all STS items corresponding to the areas covered by the CDC. The trainee completes a study of STS references, undergoes evaluation by the task certifier, and receives certification on the STS. **NOTE.** Career knowledge must be documented prior to submitting a CDC waiver.

2.5.5. **Decertification and Recertification.** When a supervisor determines an airman is unqualified on a task previously certified for their duty position, the supervisor erases the previous certification, or deletes certification when using automated system. Appropriate remarks pertaining to the reason for decertification are entered on the AF Form 623a. Begin recertification (if required) following procedures in AFI 36-2201, Vol 3, paragraph **8.8.1.1.**

2.5.6. **Disposition of AF Forms 623a.** Retain all AF Forms 623a in the member's OJT record during upgrade training. AF Forms 623a provide a historical background for making training management decisions.

2.5.7. **Training Standard.** All tasks required in the current duty position are trained and certified to the go/no go level. Go means the individual can perform the task without assistance and meets local demands for accuracy, timeliness, and correct use of procedures. Certification means the task certifier, trainer, and trainee validate that the member is fully qualified to perform the task and accept responsibilities when performing duties associated with that task. The member is no longer evaluated as a trainee for this task and is fully responsible for the task outcome.

2.5.8. Usually the trainer and supervisor are the same, however you may appoint the most qualified individuals to be trainers. Trainers must be formally appointed by the commander and have completed a formal trainer course. Trainers must be certified on the tasks to be trained and be recommended by the supervisor to perform trainer functions. See AFI 36-2201 V3 para. 6.2. for trainer responsibilities.

2.5.9. Third party certifiers must be at least a SSgt or civilian equivalent with a 5-skill level. Certifiers are mandatory for all core and critical tasks. Trainers may sign-off all non-core and non-critical tasks (these items are not required to be certified). Certifiers must also be appointed in writing by the commander and have completed a formal certifier course. See AFI 36-2201 V3 para. 6.3. for certifier responsibilities.

2.5.10. In one-deep offices, any person, regardless of rank, who has completed certifier training, can certify regardless of AFSC. This is true of any qualified certifier from the unit or base, but the certifier must still be appointed in writing.

2.6. This STS is a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). Senior NCOs with extensive practical experience in their career fields develop specialty Knowledge Tests (SKTs) at the USAF Occupational Measurement Squadron. The tests sample knowledge of STS subject matter areas judged by test development team members as most appropriate for promotion to higher grades. Questions are based upon study references listed in the WAPS catalog. Individual responsibilities are in chapter 14 of AFI 36-2606, *US Air Force Reenlistment, Retention, and NCO Status Programs*. WAPS is not applicable to the Air Reserve Component.

3. Recommendations. Comments and recommendations are invited concerning the quality of AETC training. Reference the STS and address correspondence requiring changes to 334 TRS/TRR, 700 Hangar Rd, Keesler AFB, MS 39534-2335. A Customer Service Information Line (CSIL) has been installed for the supervisors' convenience. For a quick response to concerns, call our CSIL at DSN 597-4566, or fax us at DSN 597-3790, or e-mail us at 81trg-tget@keesler.af.mil. Reference this CTS/STS and identify the specific area of concern (paragraph, training standard element, etc.)."

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

                                             RONALD E. KEYS, Lt. General, USAF

                                           Deputy Chief of Staff/Air and Space Operations

STS Symbology and Information

NOTE 1: A slant bar (/) and a proficiency code (e.g. /A) in Column 2 of the STS indicates a wartime course task.

NOTE 2: A slant bar (/) between proficiency codes indicates training equipment is not available at the training center and only task knowledge training is provided.

NOTE 3: A 5 and/or 7 in Column 2 indicates a 5 or 7-level skill Core Task requirement.

Trainer/Certifier Identification

NAME OF TRAINEE		
PRINTED NAME (Last, First, MI)	INITIALS (Written)	SSAN

PRINTED NAME OF TRAINER AND TASK CERTYFING OFFICIALS AND WRITTEN INITIALS	

PROFICIENCY CODE KEY

LEVELS	SCALE VALUE	
TASK PERFORMANCE	1	CAN DO SIMPLE PARTS OF THE TASK. NEEDS TO BE TOLD OR SHOWN HOW TO DO MOST OF THE TASK. (EXTREMELY LIMITED)
"	2	CAN DO MOST PARTS OF THE TASK. NEEDS HELP ONLY ON THE HARDEST PARTS. (PARTIALLY PROFICIENT)
"	3	CAN DO ALL PARTS OF THE TASK. NEEDS ONLY A SPOT CHECK OF COMPLETED WORK. (PROFICIENT)
"	4	CAN DO THE COMPLETE TASK QUICKLY AND ACCURATELY. CAN TELL OR SHOW OTHERS HOW TO DO THE TASK. (HIGHLY PROFICIENT)
*TASK KNOWLEDGE	a	CAN NAME PARTS, TOOLS, AND SIMPLE FACTS ABOUT THE TASK (NOMENCLATURE)
"	b	CAN DETERMINE STEP-BY-STEP PROCEDURES FOR DOING THE TASK. (PROCEDURES)
"	c	CAN IDENTIFY WHY AND WHEN THE TASK MUST BE DONE AND WHY EACH STEP IS NEEDED. (OPERATING PRINCIPLES)
"	d	CAN PREDICT, ISOLATE, AND RESOLVE PROBLEMS CONCERNING THE TASK. (ADVANCED THEORY)
**SUBJECT KNOWLEDGE	A	CAN IDENTIFY BASIC FACTS AND TERMS ABOUT THE SUBJECT. (FACTS)
"	B	CAN IDENTIFY RELATIONSHIP OF BASIC FACTS AND STATE GENERAL PRINCIPLES ABOUT THE SUBJECT. (PRINCIPLES)
"	C	CAN ANALYZE FACTS AND PRINCIPLES AND DRAW CONCLUSIONS ABOUT THE SUBJECT. (ANALYSIS)
"	D	CAN EVALUATE CONDITIONS AND MAKE PROPER DECISIONS ABOUT THE SUBJECT. (EVALUATION)

EXPLANATIONS

* A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task (e.g., b and 1b).

** A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to a specific task, or for a subject common in several tasks.

- This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC. OJT will be provided at the unit/base level.

1. Tasks, Knowledge and Technical References	2. Core Task/ War Time Codes	3. Certification for OJT					4. Proficiency Codes Used to Indicate Training/Information Provided			
		A	B	C	D	E	A 3-Lvl	B 5-Lvl	C 7-Lvl	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	(1) Course	(2) CDC
1. Career Ladder Progression TR: AFMAN 36-2108, CFETP 1C0X2, Education and Training Course Announcement										
1.1. Career Field 1C0X2	5/7						A	A	B	-
1.2. Duties of AFSC 1C032/1C052/1C072	5/7						A	A	B	-
1.3. Functional Manager (Base)(MAJCOM)(Air Force)	5/7						A	B	C	B
1.4. CFETP	5/7						A	B	C	B
1.5. STS	5/7						A	B	C	B
2. Security TR: AFI 31-101, AFI 33-108, AFI 33-211, AFI 71-101V1, AFSSI 4005										
2.1. Operations Security (OPSEC)										
2.1.1. Definition and Vulnerabilities of OPSEC Specific to AFSC 1C0X2	/B						A	B	B	B
2.2. USAF Privacy Act Program TR: AFI 37-132	/B						A	B	-	B
3. AFSC Specific Supervision TR: AF 2403, AFI 36-2201; AFI 36-2302, AFI 36-2907, AFI 36-3208, AFI 40-502 AFMAN 36-2108, AF CFETP 1C0X2										
3.1. Participate in USAF Graduate Assessment Survey (GAS) TR: AFI 36-2201							-	B	B	B
4. Enlisted Specialty Training (EST) TR: AF 2403, AFI 36-2101, AFI 36-2502; CFETP 1C0X2										

1. Tasks, Knowledge and Technical References	2. Core Task/ War Time Codes	3. Certification for OJT					4. Proficiency Codes Used to Indidcate Training/Information Provided			
		A	B	C	D	E	A 3-Lvl	B 5-Lvl	C 7-Lvl	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	(1) Course	(2) CDC
4.1. Maintain Training Records	5/7						-	-	-	-
4.1.1. Training Waiver Process	5/7							A		B
4.1.2. Preparing Case File	5/7									b
5. Operational Procedures TR: AFPD 11-4, AFI 11-202V2, AFI 11-202V3, AFI 11-401, AFI 11-402,										
5.1. Develop and Implement Written Work Center Procedures (Continuity) for:										
5.1.1. Aircrew Resource Management							-	-	-	c
5.1.2. Aircrew Scheduling							-	-	-	c
5.1.3. Use of the Aviation Resource Management System (ARMS)							-	-	-	c
5.1.4. Current Operations							-	-	-	c
5.1.5. 1C0X2 Deployment Operations							-	-	-	c
5.1.6. Squadron Operations							-	-	-	c
5.1.7. Aircrew Training							-	-	-	c
5.1.8. Aircrew Standardization/ Evaluation							-	-	-	c
6. ARMs Publications/Forms TR: AFI 11-2MDS-Specific, AFI 11-101, AFI 11-202, AFI 11-221, AFI 11-401, AFI 11-402, AFI 11-403, AFI 11-404, 11-410, AFI 11-412, AFI 37-138, AFI 38-201, AFI 48-123, AFI 65-503, AFMAN 36-2108, AFMAN 36-8001, AFMAN 37-139										
6.1. Access/Maintain Publications and Forms That pertain to ARM Functions	5 /2b						2b	B	-	B

1. Tasks, Knowledge and Technical References	2. Core Task/ War Time Codes	3. Certification for OJT					4. Proficiency Codes Used to Indicate Training/Information Provided			
		A	B	C	D	E	A 3-Lvl	B 5-Lvl	C 7-Lvl	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	(1) Course	(2) CDC
7. Aircraft Designation System TR: AFJI 16-401							B	B	-	-
8. ARMs Configuration/Management TR: Oracle Discoverer, ARMs User Manual										
8.1. Difficulty Report (DIREP)	7						-	B	B	B
8.2. Heads Up Message (HUM)							-	B	C	C
8.3. System Change Request (SCR AF Form 3215)							-	B	B	B
8.4. ARMS Steering/Working Groups Functions							A	B	B	B
8.5. ARMS Structure	7						A	B	B	-
8.6. ARMS Network Architecture	5/7						-	A	-	-
8.7. Navigate SSG/ARMS Web Page	5 /2b						2b	B	-	-
8.8. Navigate ARMS	5 /2b						2b	-	-	-
8.9. ARMS/Oracle Discoverer Installation	5						-	-	-	-
8.10. Database Query							-	-	-	-
8.10.1. Design/ Request	5/7 /2b						2b	B	3b	b
8.10.2. Validate	5/7 /2b						2b	B	3b	b
8.11 System Advisory Notice (SAN)	7						_	A	-	A
9. Aviation Service Management TR: AFI 11-401, AFI 11-402, AFI 11-403, AFI 11-404, AFI 11-410, AFI 11-412, AFI 48-123, AFI 65-503, AFI 91-204, AFMAN 36-2108										

1. Tasks, Knowledge and Technical References	2. Core Task/ War Time Codes	3. Certification for OJT					4. Proficiency Codes Used to Indicate Training/Information Provided			
		A	B	C	D	E	A 3-Lvl	B 5-Lvl	C 7-Lvl	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	(1) Course	(2) CDC
9.1. Rated	5/7 /A						A	B	C	B
9. 2. Career Enlisted Aviators (CEA)	5/7 /A						A	B	C	B
9.3. Nonrated	5/7 /A						A	B	C	B
9.4. Operational Support Flyers	5/7 /A						A	B	C	B
9.5. Parachutist Service	5/7 /A						A	B	C	B
9.6. Update Aircrew Position Identifier (Second Character)							2b	C	3c	c
9.7. Verify Physical Qualification	5 /A						2b	C	-	c
9.8. Process Physical Qualification Status into ARMS Database	5/7 /A						2b	B	-	c
9.9. Process Physical Availability Status in ARMS	5/7 /A						2b	b	-	c
9.10. Process Centrifuge Training into ARMS Database							2b	b	-	c
9.11. Process Physiological Training into ARMS Database	5/A						2b	b	-	c
9.12. Conduct Individual Flight Records Certification	5						2b	c	3c	-
9.13. Resource Management Products										
9.13.1. Request	5						2b	c	-	c
9.13.2. Audit	5						2b	b	3c	-
9.13.3. Determine Management Actions	5						-	b	3c	c
9.14. Aircraft Mishap										
9.14.1. Establish Aircraft Mishap Procedures	7						-	-	c	-

1. Tasks, Knowledge and Technical References	2. Core Task/ War Time Codes	3. Certification for OJT					4. Proficiency Codes Used to Indidcate Training/Information Provided			
		A	B	C	D	E	A 3-Lvl	B 5-Lvl	C 7-Lvl	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	(1) Course	(2) CDC
9.14.2. Compile Aircraft Mishap Information	5						a	c	c	-
10. Flying Hour Management TR: AFI 11-201, AFI 11-401, AFI 21-103, AFI 65-503										-
10.1. Audit AFTO Form 781/AF Form 3520	5/7 /A						3b	c	-	c
10.2. Input AFTO Form 781/AF Form 3520	5 /A						3b	c	-	-
10.3. Audit Flying Time Update Summary	5 /A						3b	b	-	b
10.4. Flying Hour Products										
10.4.1. Request	5 /A						2b	c	-	c
10.4.2. Audit	7						2b	c	3c	-
10.4.3. Determine Management Actions	7						-	b	3c	c
10.4.4. Career Totals	5/7						A	B	c	-
10.4.5. Aircraft Totals	5/7						A	B	c	-
10.4.6. Flying Hour Utilization	5/7						A	B	c	-
11. Parachutists/Jump Management TR: AFI 11-410										
11.1. Temporary Jump Status	5						A	B	-	-
11.2. Permissive Jump Status	5						A	B	-	-
11.3. Permanent Jump Status	5						A	B	-	-
11.4. AF Form 922										
11.4.1. Audit AF Form 922	5						a	b	-	-
11.4.2. Process AF Form 922	5						a	b	-	-
11.5. Quarterly Jump Record										
11.5.1. Request/Audit Quarterly Jump Record	5						a	b		
11.5.2. Monitor and process HALO and Jumpmaster qualifications							a	b	3c	c

1. Tasks, Knowledge and Technical References	2. Core Task/ War Time Codes	3. Certification for OJT					4. Proficiency Codes Used to Indicate Training/Information Provided			
		A	B	C	D	E	A 3-Lvl	B 5-Lvl	C 7-Lvl	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	(1) Course	(2) CDC
12. Basic Communications Etiquette/Procedures TR: AFI 33-101, AFI 33-106							A	-	-	-
13. ARMS System Management/Interfaces/ Releases TR: AFI 37-138										
13.1. Manage ARMS Security/Administration	5/7						-	b	c	b
13.2 Headquarters Operations Resource Information System (HORIS)	5/7						A	B	C	B
13.3. Military Personnel System (MILPDS)	5/7						A	B	-	C
14. Resource Management TR: AFI 11-401, AFI 11-402, AFI 11-403, AFI 11-410, AFI 11-412, AFI 48-123; ARMS Users Manual, DFAS-DEM 7073 Vol. I, II, III; DOD 7000.14R Vol. 7A							A	A	-	C
14.1. Man-Year Program (EXCEPT ARC)	5/7						-	B	C	-
14.2. Aeronautical Rating Boards (ARB)	7						-	B	-	C
14.3. Flight Evaluation Boards (FEB)	7						A	A	-	C
14.4. Aircrew Evaluation Boards (AEB)	7						A	A	-	C
14.5. Requalification/Disqualification /Suspension	5/7						A	B	C	C
14.6. Calculate OFDA	5						2b	B	3b	b
14.7. API/FAC/ASC/TSC Codes	5/7						A	B	C	B

1. Tasks, Knowledge and Technical References	2. Core Task/ War Time Codes	3. Certification for OJT					4. Proficiency Codes Used to Indicate Training/Information Provided			
		A	B	C	D	E	A 3-Lvl	B 5-Lvl	C 7-Lvl	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	(1) Course	(2) CDC
14.8. Analyze Relationship Between Unit Personnel Management Roster, Unit Manning Document , and ARMS to take management actions (double billeting waivers)	7						-	-	c	B
14.9. Aviation Ratings and Badges	5/7						A	B	-	B
14.10. Aeronautical Orders (AO)										
14.10.1. Publishing Process	5/7						B	B	B	-
14.10.2. Publish Aeronautical Orders	5/7						-	b	3c	-
14.11. Eligibility for Incentive Pay Entitlement TR: AFI 11-401, AFI 11-402, AFI 11-410; DODFMR 7000.14R, Vol.7A; DFAS DEM7073-1										
14.11.1. Financial Management Regulation, DODFMR7000.14R Volume 7A; DFAS-DEM 7073-1	5/7						A	B	C	B
14.11.2. Determine Eligibility for Aviation Career Incentive Pay (ACIP)/AF Form 1520	5/7						2b	b	3c	b
14.11.3. Determine Eligibility for Career Enlisted Flyer Incentive Pay (CEFIP)/AF Form 1520	5/7						2b	b	3c	b
14.11.4. Determine Eligibility for Hazardous Duty Incentive Pay (HDIP)/AF Form 1520	5/7						2b	b	3c	b
14.11.5 Parachutists' Pay (Static and HALO) /AF Form 1521	5/7						a	b	3c	c
14.11.6. Parachutists' Performance Requirements for Jump Pay	5/7						a	b	c	c
14.11.7. Incentive Pay for Guard and Reserves (ARC Only)	5/7						-	-	-	-

1. Tasks, Knowledge and Technical References	2. Core Task/ War Time Codes	3. Certification for OJT					4. Proficiency Codes Used to Indicate Training/Information Provided			
		A	B	C	D	E	A 3-Lvl	B 5-Lvl	C 7-Lvl	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	(1) Course	(2) CDC
14.12. Audit Entitlement Verification Listing	5/7						a	B	3c	b
14.13. Process Military Pay Orders (MPO)	5/7						a	b	3c	-
14.14. Maintain AF Form 1042 DNIF Suspense File							a	B	c	B
14.15. Flight Record Folder (FRF), Jump Record Folder (JRF)										
14.15.1. Construct FRF/JRF							b	b	-	-
14.15.2. Reconstruct Lost/Destroyed FRF/JRF	7						-	b	c	-
14.15.3. Audit FRF/JRF	5/7						a	b	c	-
14.15.4. Conduct Individual Flight Records In-Processing	5/7						3b	c	c	-
14.15.5. Conduct Individual Flight Records Out-Processing	5/7						3b	c	c	-
14.15.6. Conduct Individual Jump Record Folder In-Processing	5/7						b	c	c	-
14.15.7. Conduct Individual Jump Record Folder Out-Processing	5/7						b	c	c	-
15. Squadron Aviation Resource Management Office (SARM)TR: AFI 11-2MDS Specific, AFI 10-201, AFI 11-202, AFI 11-301V1, AFI 11-401, AFI 11-402, AFI 13-201 MAJCOM SUPS, FAAH 7110.65										
15.1. Aircrew Flight Evaluations							A	-	-	-
15.2. Flight Evaluation Folder(FEF)							A	-	-	-
15.3. Prepare Flight Authorization	5 /b						b	b	-	-
15.4. Sonic Boom Reporting							A	B	-	-

1. Tasks, Knowledge and Technical References	2. Core Task/ War Time Codes	3. Certification for OJT					4. Proficiency Codes Used to Indicate Training/Information Provided			
		A Tng Start	B Tng Complete	C Trainee Initials	D Trainer Initials	E Certifier Initials	A 3-Lvl Course	B 5-Lvl CDC	C 7-Lvl (1) Course	(2) CDC
15.5. Status of Resources and Training Systems (SORTS) as It Pertains to Aircrew Availability/Training	5/7						A	B	-	-
15.6. Squadron Operations Center Duties										
15.6.1. Flight Crew Information File (FCIF)							A	A	-	
15.6.2. Perform Go/No Go Procedures	5 /2b						2b	b	-	-
15.6.3. Post Daily Flight Schedule	/2b						2b	b	-	-
15.6.4. Coordinate Mission Requirements With Other Agencies	/2b						2b	c	-	-
15.6.5. Perform Basic Radio Procedures	/2b						2b	-	-	-
16. Aircrew Training TR: AFI 11-2 MDS Specific, AFI 11-202, AFI 11-401, ARMS Users Manual, Education Training Announcement										
16.1. Air Force Aircrew Upgrade Training Program (Basic Flying Courses, MAJCOM Formal Schools, Phases of Training)	5/7						B	B	-	B
16.2. Training Accomplishment Documentation							A	B	-	-
16.3. Update Training Accomplishment in ARMS	5 /3b						3b	c	-	-
16.4. Audit Training Update Audit Report	5 /3b						3b	b	-	-
16.5. Training Programs										
16.5.1. Create Program Codes	5/7						a	b	3c	B
16.5.2. Develop Training Profiles	5/7						a	b	3c	B

1. Tasks, Knowledge and Technical References	2. Core Task/ War Time Codes	3. Certification for OJT					4. Proficiency Codes Used to Indidcate Training/Information Provided			
		A	B	C	D	E	A 3-Lvl	B 5-Lvl	C 7-Lvl	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	(1) Course	(2) CDC
16.5.3. Create Task Identifiers	5/7						a	b	3c	B
16.6. Assign Training Profiles	5						2b	c	-	-
16.7. Prorate Aircrew Training Requirements	5						2b	c	3c	-
16.8. Tailor Individual Training Requirement							-	b	-	b
16.9. Aircrew Training Products										
16.9.1. Request	5 /2b						2b	c	-	-
16.9.2. Audit	5 /2b						2b	c	3c	-
16.9.3. Determine Management Actions	7						-	b	3c	c
16.10. Update Aircrew Certification Codes (First, Third and Fourth Character)							2b	c	3c	c
16.11. Aircrew Training In-Processing	5						a	-	-	-
16.12. Aircrew Training Out Processing	5						a	-	-	-
17. Operational Scheduling TR: Airman's Information Manual, AFI 11-201, AFI 11-209, AFI 11-221, AFI 11-401, AFI 13-201, AFMAN 24-206, AFI 24-405, Foreign Clearance Guide										
17.1. Scheduling Factors	/B						B	B	-	-
17.2. Scheduling Process							-	B	-	-
17.2.1. Flying Schedules	/A						A	B	-	-
17.2.2. Ground Schedules	/A						A	B	-	-
17.2.3. Special Use Airspace (SUA)	/A						A	-	-	-
17.2.4. Coordination of Schedules with Other Agencies	/A						A	-	-	-

1. Tasks, Knowledge and Technical References	2. Core Task/ War Time Codes	3. Certification for OJT					4. Proficiency Codes Used to Indidcate Training/Information Provided			
		A	B	C	D	E	A 3-Lvl	B 5-Lvl	C 7-Lvl	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	(1) Course	(2) CDC
17.2.5. Distribution of Schedules	/A						A	-	-	-
18. ARM Deployment Operations/Procedures (Including Alternate Site Procedures) TR: AFI 11-421							-	-	-	-
18.1. Pre-deployment Requirements	5						-	-	-	-
18.2. Deployment Operations	5						-	-	-	-

SECTION B - INITIAL/ADVANCED SKILLS COURSE OBJECTIVE LIST
AVIATION RESOURCE MANAGEMENT APPRENTICE

4. Measurement. Each objective is indicated as follows:

W indicates task or subject knowledge that is measured using a written test.

PC indicates required task performance which is measured with a performance progress check, and

PC/W indicates separate measurement of both knowledge and performance elements using a written test and a performance progress check.

5. Standard. The minimum standard is 70% on written examinations. Standards for performance measurement are indicated in the objectives or delineated on the individual progress checklists. Instructor assistance is provided as needed during the progress check, and students may be required to repeat all or parts of the behavior until satisfactory performance is attained.

6. Proficiency Level. Most task performance is taught to the "2b" proficiency level which means the student can do most parts of the task, but does need assistance on the hardest parts of the task (partially proficient). The student can also determine step-by-step procedures for doing the task.

7. Course Objective. These objectives are listed in the sequence taught by Block of Instruction.

7.1. Initial Skills Course E3ABR1C032 002

7.1.1. BLOCK I

3a. Identify facts about the Air Force Privacy Act. STS 2.2: Meas: W

4a. Identify facts about the Career Field Education and Training Plan (CFETP). STS 1.4: Meas: W

4b. Identify facts about the Specialty Training Standard (STS). STS 1.5: Meas: W

4c. Identify facts about the Aviation Resource Management career field duties. STS 1.2, 1.3, 14: Meas: W

4d. Identify facts about progression in the Aviation Resource Management career field. STS 1.1, 8.4: Meas: W

5a. Access aviation policy and procedures in appropriate publications with no more than one error and one instructor assist. STS 6.1: Meas: PC/W

5b. Maintain publications and forms that pertain to Aviation Resource Management (ARM) functions. STS 6.1: Meas: PC/W

6a. Identify characteristics of aircraft designations as they relate to missions. STS 7: Meas: W

7a. Identify basic facts about the structure of ARMS. STS 8.5: Meas: W

7b. Navigate ARMS with no more than one error and one instructor assist. STS 8.8: Meas: PC

7c. Navigate the SSG/ARMS Web Page with no more than one error and one instructor assist. STS 8.7: Meas: PC

7.1.2. BLOCK II

1a. Process physical qualification status into the ARMS database with no more than one error and one instructor assist. STS 9.8: Meas: PC/W

1b. Process physical availability status into ARMS with no more than one error and one instructor assist. STS 9.9: Meas: PC

1c. Identify facts about the maintenance of AF Form 1042 DNIF Suspense File. STS 14.14: Meas:W

1d. Verify physical qualification in ARMS database with no more than one error and one instructor assist. STS 9.7: Meas: PC

1e. Process physiological training into ARMS database with no more than one error and one instructor assist. STS 9.11: Meas: PC/W

1f. Process centrifuge training into ARMS database with no more than one error and one instructor assist. STS 9.10: Meas: PC/W

2a. Identify facts about the aviation service of rated aircrew members. STS 9.1,14.3,14.9: Meas: W

3a. Identify facts about the aviation service of Career Enlisted Aviators (CEAs). STS 9.2, 14.3, 14.4, 14.9: Meas: W

4a. Identify facts about the aviation service of other nonrated aircrew members. STS 9.3, 9.4, 11.1, 11.2, 11.3, 14.9: Meas: W

5a. Identify facts about Aviation Service Codes. STS 14.5, 14.7: Meas: W

6a. Indicate factors that effect the aeronautical order publishing process. STS 14.10.1: Meas: W

7.1.3. BLOCK III

1a. Identify basic facts about Aviation Career Incentive Pay (ACIP). STS 14.7, 14.11.1: Meas: W

1b. Identify basic facts about Career Enlisted Flyer Incentive Pay (CEFIP). STS 14.7, 14.11.1: Meas:W

1c. Determine eligibility for continuous Aviation Career Incentive Pay (ACIP) by calculating OFDA with no more than one error and one instructor assist. STS 14.6, 14.11.2: Meas: PC

1d. Determine eligibility for continuous Career Enlisted Flyer Incentive Pay (CEFIP) by calculating OFDA with no more than one error and one instructor assist. STS 14.6, 14.11.3: Meas: PC

1e. Identify basic facts about conditional incentive pay (ACIP, CEFIP, and HDIP). STS 14.7, 14.11.1: Meas: W

1f. Determine eligibility for conditional incentive pay (ACIP, CEFIP, and HDIP) as prescribed by DOD Financial Management Regulation with no more than one error and one instructor assist. STS 14.6, 14.11.2, 14.11.3, 14.11.4: Meas: PC

1g. Identify basic facts used to determine eligibility requirements for incentive pay based on jump duties as prescribed by the DOD Financial Management Regulation. STS 11.4.1, 11.4.2, 11.5.1, 11.5.2, 14.11.5, 14.11.6 : Meas: W

2a. Identify facts relating to the processing of military pay orders. STS 14.13: Meas: W

2b. Identify the process used to audit the Entitlement Verification Listing. STS 14.12: Meas: W

3a. Identify facts about ARMS interfaces with the Military Personnel Data System . STS 13.3: Meas: W

3b. Identify facts about the Headquarters Operations Resource Information System (HORIS). STS 13.2: Meas: W

3c. Request resource management products with no more than one error and one instructor assist. STS 8.8, 9.13.1: Meas: PC

3d. Audit resource management products with no more than one error and one instructor assist. STS 9.13.2: Meas: PC/W

7.1.4. BLOCK IV

1a. Identify general principles relating to Air Force Aircrew Training Programs. STS 16.1: Meas: W

1b. Identify facts about aircrew flight evaluations. STS: 15.1: Meas: W

1c. Identify facts about the Flight Evaluation Folder. STS: 15.2: Meas: W

2a. Identify facts pertaining to creation of Task IDs and Program Codes used in the development of training profiles. STS 16.5.1, 16.5.2, 16.5.3: Meas: W

2b. Assign training profiles to aircrew members with no more than one error and one instructor

assist. STS 8.8, 16.6: Meas: PC

2c. Prorate aircrew members' training profiles with no more than one error and one instructor assist. STS 8.8, 16.7: Meas: PC/W

2d. Update selected portions of the aircrew certification code with no more than one error and one instructor assist. STS 8.8, 9.6, 16.10: Meas: PC/W

3a. Identify facts about documentation used to record training accomplishments. STS 16.2: Meas: W

3b. Update aircrew members' training accomplishments with no more than one error. STS 16.3: Meas: PC/W

3c. Audit the Training Update Audit Report with no more than one error. STS 16.4: Meas: PC/W

3d. Identify facts about aircrew training in-processing. STS 16.11: Meas: W

3e. Identify facts about aircrew training out-processing. STS 16.12: Meas: W

4a. Request aircrew training products with no more than one error and one instructor assist. STS 8.8, 16.9.1: Meas: PC/W

4b. Audit aircrew training products with no more than one error and one instructor assist. STS 16.9.2: Meas: PC/W

5a. Identify facts about the Status of Resources and Training Systems. STS 2.1.1, 15.5: Meas: W

7.1.5. BLOCK V

1a. Identify facts about flight and ground scheduling. STS 17.2.1, 17.2.2, 17.2.3, 17.2.4, 17.2.5: Meas: W

1b. Characterize general principles of scheduling factors. STS 17.1: Meas: W

2a. Determine procedures for preparing flight authorizations. STS 15.3: Meas: W

3a. Audit AFTO Forms 781/AF Forms 3520 with no more than four errors. STS 10.1: Meas: PC/W

3b. Input flying hour data with no more than one error. STS 10.2: Meas: PC

3c. Audit the Flying Time Update Summary for accuracy with no more than one error. STS 10.3: Meas: PC/W

3d. Identify factors pertaining to flying hour utilization. STS 10.4.6: Meas: W

4a. Identify facts about aircraft and career flying hour totals. STS 10.4.4, 10.4.5: Meas: W

4b. Request flying hour products with no more than one error and one instructor assist. STS 8.8, 10.4.1: Meas: PC

4c. Audit flying hour products with no more than one error and one instructor assist. STS 10.4.2: Meas: PC/W

5a. Identify facts about Sonic Boom Reporting. STS 15.4: Meas: W

6a. Identify the facts used to compile aircraft mishap information. STS 9.14.2: Meas: W

7a. Determine procedures for constructing Flight Record Folders (FRF) and Jump Record Folders (JRF). STS 14.15.1: Meas: W

7b. Identify factors pertaining to the audit of FRF and JRF. STS 14.15.3: Meas: W

7c. Conduct a flight record certification with no more than one error and one instructor assist. STS 9.12: Meas: PC/W

7.1.6. BLOCK VI

1a. Perform in-processing procedures with no more than one error and one instructor assist. STS 14.15.4: Meas: PC/W

1b. Perform out-processing procedures with no more than one error. STS 14.15.5: Meas: PC/W

1c. Identify facts pertaining to in-processing and out-processing procedures for parachutists. STS 9.5: Meas: W

1d. Determine procedures for in-processing and out-processing individual JRF. STS 14.15.6, 14.15.7:Meas: W

2a. Design a database query with no more than one error and one instructor assist. STS 8.10.1: Meas: PC/W

2b. Request a database query with no more than one error and one instructor assist. STS 8.10.1: Meas: PC

2c. Validate a database query output with no more than one error and one instructor assist. STS 8.10.2: Meas: PC/W

3a. Identify facts pertaining to basic communications procedures. STS 2.1.1, 12: Meas: W

4a. Identify facts about the Flight Crew Information File. STS 15.6.1: Meas: W

4b. Perform Squadron Operations Center duties with no more than six errors and six instructor assists. STS 15.6.2, 15.6.3, 15.6.4, 15.6.5: Meas: PC/W

7.2. ADVANCED SKILLS COURSE E3ACR1C072 002

7.2.1. BLOCK I

2a. Explain principles involved in managing the aviation service of rated members. STS 9.1, 14.7: Meas: W

2b. Explain principles involved in managing the aviation service of Career Enlisted Aviators (CEA). STS 9.2: Meas: W

2c. Discuss pertinent double billeting actions. STS 14.8: Meas: W

2d. Explain principles involved in managing the aviation service of nonrated members. STS 9.3, 9.4, 9.5: Meas: W

2e. Explain principles involved in managing the Man-Year Program. STS 14.1: Meas: W

2f. Explain factors relating to disqualification, requalification, and suspension of aircrew members. STS 14.5: Meas: W

2g. Explain procedures for maintaining AF Form 1042 DNIF Suspense File. STS 14.14: Meas: W

3a. Identify the factors involved in the process of publishing aeronautical orders. STS 14.10.1: Meas: W

3b. Certify aeronautical orders for compliance with policy directives prior to publication with no more than one instructor assist. STS 14.10.2, 11.5.2: Meas: PC

4a. Calculate OFDA with no more than one error and one instructor assist. STS 14.6: Meas: PC/W

4b. Determine the eligibility for Continuous Aviation Career Incentive Pay (ACIP) and Career Enlisted Flyer Incentive Pay (CEFIP). STS 14.11.2, 14.11.3: Meas: PC/W

4c. Analyze the Financial Management Regulation criteria that supports the eligibility for incentive pay entitlement. STS14.11.1: Meas: W

4d. Determine eligibility for conditional ACIP, CEFIP, and hazardous duty incentive pay (HDIP) with no more than one error and one instructor assist. STS 14.11.2, 14.11.3, 14.11.4: Meas: PC/W

4e. Determine eligibility requirements for HDIP for parachutists. STS 14.11.5, 14.11.6: Meas: PC/W

5a. Prepare finalized military pay orders. STS 14.13: Meas: PC/W

5b. Audit the Entitlement Verification Listing against the ARMS database to validate entitlement to incentive pay with no more than one instructor assist. STS 14.12: Meas: PC/W

6a. Explain the procedures for processing a member in and out of the ARMS database. STS 14.15.2, 14.15.3, 14.15.4, 14.15.5, 14.15.6, 14.15.7: Meas: W

7a. Review resource management products with no more than one error. STS 9.13.2, 9.13.3, 14.14: Meas: PC/W

8a. Analyze conditions that affect the ARMS interface with the Headquarters Operations Resource Information System (HORIS). STS 13.2: Meas: W

7.2.2. BLOCK II

1a. Explain procedures for making corrections to career totals and aircraft totals. STS 10.4.4, 10.4.5: Meas: W

1b. Determine necessary management actions from flying hour products. STS 10.4.2, 10.4.3: Meas: PC/W

2a. Explain factors involved in conducting a flight record certification. STS 14.15.3, 14.15.4, 14.15.5: Meas: W

2b. Conduct an individual flight records certification with no more than one instructor assist. STS 9.12: Meas: PC

3a. Explain the procedures used to track flying hour utilization. STS 10.4.6: Meas: W

4a. Develop aircrew training programs with no more than one error and one instructor assist. STS 9.6, 16.5.1,16.5.2, 16.5.3, 16.7, 16.10: Meas: PC/W

5a. Design an Aviation Resource Management Systems (ARMS) database query with no more than one error. STS 8.10.1: Meas: PC

5b. Request a database query with no more than one error. STS 8.10.1: Meas: PC

5c. Validate a database query output with no more than one error. STS 8.10.2: Meas: PC/W

5d. Review aircrew training products with no more than one error. STS 16.9.2, 16.9.3: Meas: PC

6a. Explain procedures involved in compiling aircraft mishap information. STS 9.14.1, 9.14.2: Meas: W

7a. Explain the Heads Up Message (HUM). STS 8.2: Meas: W

7b. Discuss the Difficulty Report (DIREP). STS 8.1: Meas: W

7c. Identify the management principles needed for producing changes to the ARMS software. STS 8.3, 8.4, 8.5: Meas: W

7d. Explain procedures for managing ARMS security and administration. STS 13.1: Meas: W

8a. Identify general principles concerning the 1C0X2 career field. STS 1.1, 1.2, 2.1.1, 3.1: Meas: W

8b. Distinguish the relationships among the Functional Manager, a CFETP, and a STS. STS 1.3, 1.4, 1.5: Meas: W

Section C - OJT Support Materials

8. Air Force Aviation Resource Management Computer Based Training Course

Section D - Training Course Index

9. Purpose. This section of the CFETP identifies training courses available for the specialty. Refer to Education and Training Course Announcement for information on all courses listed in this index.

10. Air Force In-Residence Courses.

Course Number/Course Title	Location
E3ABR1C032 002/Aviation Resource Management Apprentice	Keesler AFB, MS
E3ACR1C072 002/Aviation Resource Management Craftsman	Keesler AFB, MS

11. Extension Course Institute (ECI) Courses

Course Number/Course Title

CDC 1C052/Aviation Resource Management Journeyman

CDC 1C072/Aviation Resource Management Craftsman

Section E - MAJCOM Formal Schools

Course Number/Course Title	Location
3D0/AMC HARM Course	Fort Dix, NJ
30V/AMC SARM Course	Fort Dix, NJ
30U/ ARM MANAGERS Course	Fort Dix, NJ
(TBD)/ARMS DISCOVER Course	Fort Dix, NJ
AF CHARM Certification Course	Fort Dix, NJ
ACC ARMS Course	Dyess AFB, TX
ACC Browser Course	Dyess AFB, TX
ACC CHARM Certification Course	Dyess AFB, TX
AFSOC HARM Course	Hurlburt Field, FL
AFSOC SARM Course	Hurlburt Field, FL
AFSOC BROWSER Course	Hurlburt Field, FL
USAFE ORACLE DISCOVERER 3.1. Course	Ramstein AB, Germany

Section F – AF/MAJCOM Exportable Media (i.e. Computer Based Training/Web Based Training)

Course Number/Course Title	Location
ARMS Computer Based Training (CBT)	AF
ARMS ORACLE BROWSER CBT	AF
AFTO Form 781 Documentation CBT	USAFE
Conditional Flight Pay CBT	USAFE
API, FAC, ASC, & TSC CBT	USAFE